<u>Subcontractor Payment Tracking System</u>

Upload Payment Data Process

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I.   Reason for Change

The option to upload subcontractor payment data was included as a requirement of the Subcontractor Payment Tracking (SPT) System application.

II.   Required File Format

The process requires a "csv" (comma separated value) formatted file of subcontractor payment data that includes the same information input in the manual entry option. The Type of Work performed, the Amount Paid, the Date Paid, the Check/Transaction Number, Retainage Paid Amount (if necessary), and Comments (if necessary). Field descriptions and requirements are located in the Upload PDF document.

III. File Creation

Creating the "csv" file can be done manually using spreadsheet software like Excel or a text editor program. Then possibly, that file can be edited and reused for subsequent submissions. Creating the "csv" file could also be automated if the required information can be exported from your company's accounting software package. You may need to consult your IT department to determine this. Choosing this option will still require file editing to include the "Type of Work" code needed for each payment record.

IV.   Basic Upload Instructions

The basic upload process steps are as follows:
   1. Log in to SPT
   2. Submit initial subcontract information for payment records included in "csv" if necessary.
   3. Select "File Upload" link.
   4. Browse to "csv" file location from the "File Upload" page.
   5. Click Upload button.
   6. Upload successful, no errors.
   7. Print screen report for your records.

V.   Possible Errors Messages:

   1. A payment record included in the "csv" file does not have the necessary initial subcontractor information in SPT.

   2. The data errors will be display on the screen after upload has failed with 3 asterisks next to the item.